Program Proposal for After School Program
Pilot Program at Meridian Middle School
In Partnership with the City of Meridian Parks & Recreation Department

Program Overview

A recreation-based after school program at Meridian Middle School will serve students in 6th through 8th grade. The program will be run in partnership between our district, Meridian Middle School, and the City of Meridian through the Parks and Recreation Department. The Recreation Superintendent will oversee the program and meet with school district or MMS staff to coordinate facility use.

The Recreation Superintendent met with me to develop a proposal for submittal to the Parks and Recreation Director and eventually the City Council. I have also met with Lt. John Overton and Officer Mike Lock, SRO, to discuss this type of program on site at MMS. Currently, the Boys and Girls' Club is available, but very few MMS students participate there. We feel that there is a need to provide recreational and academic opportunities on site at the school.

This proposed After School Program will serve multiple purposes. By partnering with the City of Meridian and making needed resources available, the program will have a direct impact that will:

- Provide a fun and safe place for middle school students during after school hours
- Provide positive interaction with caring adult role models
- Encourage and develop life skills, respect for others, and positive social interaction
- Introduce and engage youth in positive, potential life-long recreational pursuits
- Provide an academic focus with time to complete homework, read, and receive assistance/tutoring

Indirectly, the implementation of the program is expected to:
- Support an active learning environment in the school
- Provide a balanced lifestyle for youth participants
- Effectively increase health, wellness and fitness for youth
- Potentially decrease juvenile crime

Activities

The program activities will be planned on a monthly calendar and be theme-based. Activities would include a variety of recreation options such as:
- Outdoor Skills and Environmental Education
- Fitness and Exercise
- Sports
- Field Games
- Dance and Music
• Arts and Crafts
• Theater
• Leadership Development and Community Service
• Special Guests
• Field Trips

Recreation leaders will present activities, provide equipment and supplies, and instruct or lead activities. Students will have opportunities to provide input and help plan activities and field trips. As appropriate and when available, outside experts would be included in program activities to introduce areas of expertise, lead discussion or activity groups or provide tours.

**Activity Schedule**

Schedules and calendars will be available the last week of each month for the upcoming month. Students are encouraged to offer suggestions and help plan activities. A monthly newsletter will provide program updates. This will be developed and distributed by the Parks and Rec. Dept.

**Emergency & First Aid**

Parents will be required to keep “Emergency Information” and “Medical Release for Treatment” forms current. If parents would like program staff to administer medication as needed an “Authorization to Administer Medication” form will also be required. Each of these documents will be kept on site for staff to refer to in the event medical attention is required. If medical attention is needed, staff will make every effort to contact parents. All program staff will be First Aid and CPR certified.

**Earthquake, Fire & Emergency Evacuation**

Program staff will follow the evacuation guidelines as outlined by Joint School District No. 2 and the specific plan for Meridian Middle School.

**Phone Use**

Phones will be available for student use on a restricted basis. Parents may contact the program staff at the school site.

**Food**

Daily snacks will be provided; however, students should not expect a full meal. Some snacks may be part of cooking and nutrition activities.

**Hours of Operation & Daily Schedule**

The After School Program will follow the Joint School District No. 2 calendar, with operating hours Monday through Friday, 2:55 to 5:30 p.m. The program
will be closed on holidays, school breaks and vacations and all non-contract school days. P & R staff will not be responsible for student supervision after 5:30 p.m.

Program Schedule:
2:55    Sign in/snacks/leisure activities
3:10 – 5:15  Planned activities
5:15 – 5:30  Participant sign out; parent pick-up
5:30 – 5:45  Staff clean up

Facility

Program activities will generally take place on site at Meridian Middle School. Activity areas may include the cafeteria, gymnasiums, art rooms, and other classrooms as available. Outdoor activities will take place on school playing fields.

Transportation

Biking and walking by neighborhood students is encouraged. Parent pick-up must take place no later than 5:30 p.m. There will be no staff supervision after that time. Staff will be prohibited from transporting participants in private vehicles.

Enrollment & Attendance Requirements

Because of the drop-in nature of the program, students are not “required” to attend. Daily sign in and sign out is required. If parents would like students to have the option to sign out and leave the program before 5:30 p.m., written permission to do so is mandatory. A “Child Pick Up/Release” form is required for any person other than the immediate parents/guardians to pick a student up. Once students sign out, they will not be readmitted to the program for the afternoon. Staff to student ratio is maintained at a ratio between 1:10 and 1:15 depending on the activities as well as student needs.

Program participants are expected to adhere to the rules in force during the school day. This includes any rules regarding attire and dress codes, language, respect for authority, and being in the appropriate area of the school facility.

Staffing

Recreation leaders in the after school program will be employees of the City of Meridian Parks and Recreation Department. A Site Supervisor and one to three Recreation Leaders will be at Meridian Middle School. The Site Supervisors will interact daily with school administrators, custodial staff, and student participants. Their primary role is to plan the activities and maintain a cooperative program atmosphere. At times, this may include addressing behavioral issues and resolving concerns. The Site Supervisor will be happy to meet with parents to discuss issues or accept suggestions.
The Recreation Leader’s primary responsibility is to present and lead fun
recreational activities. He/she will provide basic instruction and lead
participants in games, arts or crafts projects, fitness activities, outdoor skill
activities, dance and music opportunities, and field trips. These individuals
maintain constant interaction with the student participants.

**Fees**

This proposed program’s daily drop in program will be free of charge. Special
field trips will be charged a minimal fee. Students interested in field trips are
required to submit a “Field Trip Registration” form, signed by a parent. These
will be made available prior to each field trip.